

CENTENARY COLLEGE OF LOUISIANA

FACULTY HANDBOOK

DECEMBER, 1966



Approved by the Faculty, Sept. 9, 1966

by the President, Oct. 26, 1966

and by the Board of Trustees, Oct. 26, 1966

375,763
C333-17
1966
Cline
Room

SECTION I. THE COLLEGE

Centenary College of Louisiana, established in 1825 in Jackson, Louisiana, is the oldest liberal arts college in Louisiana and the second oldest college west of the Mississippi River. Since 1908, it has been located in Shreveport. Centenary, an institution related to the Methodist Church, has a cosmopolitan and ecumenical outlook which permits intellectual freedom in both faculty and student body.

The market value of the Centenary endowment exceeds \$8,000,000. Continuously increased endowment is anticipated, which will provide salary increases for an already excellent teaching staff and the means for continuous recruitment of competent teachers.

Centenary College is accredited by the Southern Association of Colleges and Schools, is a member of the Association of American Colleges and of the American Council on Education, and has been approved for membership by the American Association of University Women. The College is accredited by the American Association of Colleges of Teacher Education, and its School of Music is accredited by the National Association of Schools of Music. The Chemistry Department is approved by the American Chemical Society. There is an active chapter of the AAUP on the campus. Centenary offers four-year programs leading to the degrees of Bachelor of Arts, Bachelor of Science, and Bachelor of Music. In addition the College has several "3-2" programs by means of which a student may take the first three years of work at Centenary, the latter elsewhere, and receive degrees from both institutions. These programs have been developed with Texas A & M University (Engineering), Louisiana Polytechnic Institute (Engineering), Duke University (Forestry), Columbia University (Engineering), and the University of Arkansas (Engineering).

On its beautifully landscaped campus, Centenary has sixteen air-conditioned main buildings, most of which have been constructed since 1948. Auxiliary buildings include a band shell and Greek theatre, fraternity and sorority houses, modern religious centers, and maintenance facilities. The student union building houses a complete book store, facilities for student entertainment, offices of student publications, and an excellent faculty lounge.

The full-time enrollment of Centenary College is increasing, as is the number of faculty members, a high percentage of whom hold the Ph. D. degree. The Centenary faculty is close-knit, student-oriented, and expressive. Small classes and close student-teacher contact are encouraged. The 1966 enrollment is approximately 1000 full-time students; the increase over the next decade is expected to add about 500 to that number but the College does not seek largeness. Centenary is interested in capable students regardless of economic status and administers a considerable number of scholarship and grant-in-aid funds. Many Centenary students later attend graduate schools by qualifying scholastically for teaching and research assistantships. Among the nationally recognized awards won by Centenary students are Masonic, National Defense, National Science Foundation, Rhodes, Rotary, Danforth, and Woodrow Wilson fellowships.

Centenary College is located in Northwest Louisiana in an area known as the Ark-La-Tex. Already the hub of this tri-state region in agriculture, trade, and industry, the Shreve-

port area is constantly expanding as a medical center. Its hospitals and medical teaching facilities promise to continue to grow. Centenary has contributed heavily to the ranks of the professions in the Ark-La-Tex, particularly in medicine and teaching, and in fields related to agriculture. The College serves the community with an evening school staffed with competent faculty. The science faculty of Centenary has long served as an information center without charge for members of this community. Similarly, other departments have given unstintingly to the cultural and religious life of Shreveport and environs. Lectures, art exhibits, concerts by its famous choir, the band concerts in the summer, and productions of a wide range of drama--all in excellent facilities--make the College a focal point for the culture of the community.

The Northwest Louisiana area's great natural resources are important not only industrially but recreationally. Since its lakes and forests serve many people in the relief of the pressures of modern life, Centenary College has been continuously interested in the preservation of these areas, and many of its faculty members avail themselves of the opportunities thus provided.

Through these varied intellectual, scientific, cultural, and recreational contributions, Centenary College aims for a continuous refinement of a mutually beneficial relationship with the people of the area it serves.

SECTION 2. THE PURPOSE OF THE COLLEGE

As a church related college, Centenary seeks to provide liberal arts education for students capable of intellectual leadership and for all who can benefit from study in an academic community where excellence is encouraged and individuality is respected. The College purposes to challenge its students to serve society by exemplifying the highest Christian ethic; to provide them with a basic understanding of human affairs and problems; to equip them to think clearly, honestly, and constructively, and to communicate effectively; and to introduce them to the arts and sciences, that they may enjoy the best of the heritage of civilization. By requiring a field of major concentration, the College prepares students for education beyond the baccalaureate degree as well as for immediate participation in an increasingly complex society.

SECTION 3. ACADEMIC FREEDOM

Centenary College has a strong tradition of intellectual freedom within the bounds of good citizenship. Its faculty members, by their courage, reasonableness, loyalty, and strength of purpose, have helped to produce a spirit of open communication that is cherished and perpetuated.

Centenary subscribes to the following statement of the General Conference of the Methodist Church in 1952: "Our role is not to suppress ideas, but to open channels of communication, so that men can come to know the thoughts of their neighbors, and so that the best thoughts of all men can come to be the possessions of all mankind."

The College is committed to the 1940 statement of the AAUP relative to academic freedom: "The teacher is entitled to freedom in the classroom in discussing his subject,

but he should be careful not to introduce into his teaching controversial matter which has no relation to his subject." The teacher at Centenary should be cognizant of the aims of the College as stated herein, and be in sympathy with these aims.

The AAUP 1940 Statement of Principles emphasizes the freedom and the responsibility of the teacher:

"The college . . . teacher is a citizen, a member of a learned profession and an officer of an educational institution. When he speaks or writes as a citizen, he should be free from institutional censorship or discipline, but his special position in the community imposes special obligations. As a man of learning and an educational officer, he should remember that the public may judge his profession and his institution by his utterances. Hence he should at all times be accurate, he should exercise appropriate restraint, should show respect for the opinion of others, and should make every effort to indicate that he is not an institutional spokesman."

SECTION 4. DUTIES OF FACULTY MEMBERS

All teachers shall be present for the Pre-Registration Conference prior to the opening of the fall session, and shall continue on duty throughout the academic year, including the commencement exercises but excluding official College holidays. For the commencement exercises and for College convocations, each faculty member must provide his own academic regalia.

The responsibilities to the College of a full-time member of the faculty are held to be fulfilled when he carries a teaching load appropriate to his rank and program and performs an appropriate amount of scholarly research or its equivalent, public service, and College committee work. Each teacher shall designate certain hours when he will be available in his office for consultation with students; he shall post his schedule of office hours in a suitable place and should adhere to it as closely as possible. Full-time faculty members may carry on some professional or business activities of an income-producing nature, so long as such activities are compatible and not in conflict with College interests. The Dean of the College should know and approve of these activities outside the College. Teaching at another educational institution is not permitted unless the other institution is involved in a joint program with Centenary College.

Each faculty member is expected to maintain an attitude of loyalty to the fundamental principles and the government of the College, to promote its moral and ethical tradition, and to work towards the fulfillment of the purpose of the College. Each faculty member is expected to meet his classes regularly and on time, and to inform his chairman if he must miss class.

SECTION 5. RESPONSIBILITIES OF DEPARTMENTAL CHAIRMEN

The chairman of the department is responsible for the general administration and supervision of matters relating to the department. As administrative officer for the department, he is directly responsible to the Dean of the College.

The chairman of the department is expected to give leadership and planning for the department. He should call regular departmental meetings (at least three a semester), counsel with individual faculty members, encourage improvement in teaching, evaluate departmental work, promote experimental programs, and assume general responsibility for the welfare and morale of the department.

The chairman of the department is expected to participate in scholarly activities pertinent to his discipline, and to encourage scholarly activity by all members of the department.

The chairman of the department has primary responsibility for recruitment of new members for the department, subject to final approval of the Administration. He is responsible for counseling with new members on procedures and duties. The chairman shall make necessary arrangements for substitutes when a faculty member cannot meet his classes.

The chairman of the department shall consult with the Dean on any personnel changes needed, such as promotions, load-adjustments, retirement, or release. Following conferences with individual members of his department, the chairman shall submit written recommendations concerning personnel to the Dean by January 1; such conferences shall concern the faculty member's professional progress and status, and his plans for the future.

The chairman of the department shall confer with his department on the revision of course listings, the revision of course contents, the selection of texts, the recommendations of schedules, and the securing of supplementary teaching materials, such as audio-visual aids.

The chairman of the department is responsible for developing a strong library collection to undergird the teaching in his department. Orders submitted by individual members of a department should be approved by a designated member of the department.

The chairman of the department shall submit recommendations for the departmental budget, following conference with his staff. His approval is needed for all expenditures charged to the departmental budget. He is responsible for the maintenance of inventory and protection of equipment and supplies purchased for the department.

The chairman of the department or some designated member of the departmental staff shall advise each student majoring in the department on his choice of courses (including approved electives), and shall check degree plans of students majoring in his department to make sure that all degree requirements are being met. His approval is needed on any special programs added to the degree plan, such as plans for summer school courses, study abroad, or supplementary programs.

The chairman of the department shall submit an annual written report to the Dean on the state of the department no later than April 1. This report shall include a summary of professional activities of members of his department, any special or experimental projects undertaken or planned, a report on the teaching and research activities of the members of the department, a statement on the departmental budget, and any other significant aspects of the department's work.

SECTION 6. PROMOTIONS AND RAISES

Rank at time of appointment is dependent upon degrees or equivalents and experience in college teaching. In determining eligibility for promotion and raises, primary consideration is given to the following criteria: (1) effectiveness in teaching; (2) command of the special field as evidenced by advanced degrees and by one's contributions in faculty discussions; (3) continued scholarly growth as evidenced through such things as research, publications, and professional participation; (4) effectiveness in individual service to students (such as counseling and extra-curricular supervision); (5) breadth of cultural background; (6) effectiveness of cooperation with colleagues; (7) responsibility in bearing a fair share of the general work of the College in addition to regular teaching load; (8) public service, such as community participation, church work, and outside lectures; (9) loyalty to and enthusiasm for Centenary College.

The most heavily weighted criterion in determining raises is effectiveness in teaching. In promotion to the ranks of professor and associate professor criteria (2) and (3) are most strongly considered. In general a terminal degree is considered necessary for one to become an associate professor, and a terminal degree and/or outstanding leadership in and contributions to one's field are necessary for one to become a professor. Length of time in service or rank does not necessarily lead to a raise in salary or to promotion.

The President of the College, aided by the counsel and recommendations of the Dean, the Faculty Personnel Committee, and department chairmen, recommends advances in rank to the Board of Trustees for action.

SECTION 7. CONTRACTS AND TENURE

Written contracts covering the terms and conditions of employment shall be issued by the College annually by March 1. The contract period shall extend from September 1 through Commencement (the normal academic year). Teachers are expected to return annual contracts within 21 days of their receipt. Contracts not returned within this time are considered to be rejected. Teachers who sign annual contracts are expected to be bound by the provisions of their contracts. In unusual circumstances, a teacher may ask for a waiver of this requirement, but he is expected to conform to the decision of the Administration on this point.

Centenary College subscribes in principle to the 1940 Statement of Principles of the AAUP relative to academic tenure.

Beginning with appointment to the rank of full-time instructor or a higher rank, the appointee shall serve a probationary period not to exceed seven years, including within this period full-time service in all institutions of higher education; but subject to the proviso that when, after a term of probationary service of more than three years in one or more institutions, a teacher comes to this institution it may be agreed in writing that his new appointment is for a probationary period of not more than four years, even though thereby the person's total probationary period in the academic profession is extended beyond the normal maximum of seven years. Tenure may be given after three years, but is not automatic. Notification of dismissal is to be according to

the following pattern:

- (a) If a teacher is not to be continued in service beyond the first contract period at Centenary, notice shall be given at least three months prior to the expiration of the current contract period.
- (b) If a teacher is not to be continued in service beyond the second contract period at Centenary, notice shall be given at least four months prior to the expiration of that second contract period.
- (c) Discontinuance of employment at the end of the third, fourth, fifth, or sixth contract periods at Centenary shall require six months' notice prior to the expiration of those contract periods.
- (d) Notice shall be given at least one year prior to the expiration of the full probationary period at Centenary if the teacher is not to be continued in service after the expiration of that period.

In addition to regular academic faculty, all full-time College personnel with academic rank are eligible for tenure.

Honorably retired faculty members of other institutions may be employed on a year-to-year basis; if they are not to be continued in service, notice shall be given three months prior to the expiration of the contract period. In cases of protracted illness after retirement age, the College will be relieved of financial obligation from the time at which a person's inability to return to work is determined.

All other faculty appointments are on a tenure basis, and service shall be terminated only for adequate cause. Teachers on continuous appointment who are dismissed for reasons not involving moral turpitude shall receive their academic year salary for the year after the termination of the contract period in which they are notified of dismissal, whether or not they are continued in their duties at the institution.

If a tenure appointment is terminated because of a financial emergency, the released faculty member's place will not be filled within a period of two years, unless the released faculty member has been offered reappointment and has declined.

Termination for cause of a tenure appointment, or the dismissal for cause of a teacher prior to the expiration of a term appointment, shall not be made without the knowledge of the Faculty Personnel Committee. In all cases the faculty member subject to dismissal shall be provided with a written statement from the President or the Dean indicating the reasons for the desire to terminate his services. The teacher in question shall have the right to a hearing without undue delay before the Faculty Personnel Committee. He shall be allowed to have with him an advisor of his own choosing who may act as counsel. On request of either party, a full stenographic record of the hearing shall be made. After full consideration, the Faculty Personnel Committee will make its recommendations to the Administration; the President will report his decision to the Board of Trustees' Executive Committee for ratification.

SECTION 8. RETIREMENT

The mandatory retirement age for the faculty at Centenary is 65, at which time tenure automatically ends. Extension of

services beyond this age on a year-to-year basis will in all cases be considered by the Faculty Personnel Committee. The Committee will make its recommendations to the Administration; the President will report his decision to the Executive Committee of the Board of Trustees.

Service as department chairman will be terminated with cessation of tenure by virtue of age, except where there are no holders of terminal degrees or the equivalent in the department.

A person who is already beyond 65 and on an annual contract shall be notified of termination of employment according to the procedures established for "honorably retired faculty members of other institutions" (Section 7 — Contracts and Tenure).

SECTION 9. THE HONOR SYSTEM

Each faculty member is expected to become familiar with the details of the Honor Code of Centenary College. The Honor Court, or the faculty advisor to the Honor Court, will provide new faculty members with details as to the specific operation of the Code.

Faculty members are expected to inform each of their classes at the beginning of each semester as to what the implications of the Code are for each particular class. Conceivably, principles of documentation and plagiarism and regulations as to who may proofread papers and how texts may be used in open book tests may vary from course to course. Faculty members are urged to specify what these variables are.

In a college like Centenary, where a commitment to moral values joins with a dedication to scholarly integrity, the Honor System provides not just a freedom from proctoring but a positive opportunity for personal growth. The faculty member should at all times stress, for himself and his students, that the Honor System is therefore a means towards the realization of the purposes of the College.

SECTION 10. FACULTY ORGANIZATION

A. Faculty Participation in College Government.

The faculty shall hold regular meetings once each month, or on call. The President will preside at faculty meetings or will authorize the Dean or another faculty member to preside. Voting shall be limited to faculty members holding academic rank. Roberts' Rules of Order will govern the order of business.

The Faculty of the College shall have the opportunity to approve or disapprove all changes in curriculum, except those which do not involve policy change and which are therefore judged by the Curriculum Committee not to require approval by the Faculty; degree requirements and all candidates for degree requirements and all candidates for degrees; and such matters as may be brought before it for consideration, such as standards for admission of students and for academic performance, the purpose of the College, and establishment of new academic programs and schools.

The Faculty shall elect from its membership (1) the Faculty Personnel Committee; (2) any necessary representa-

tives of other College committees; (3) a Secretary to the Faculty; and (4) such other persons as might be needed to carry on the business of the Faculty.

B. Faculty Personnel Committee.

The Faculty Personnel Committee shall be composed of six members of the full-time faculty who shall hold tenure in the ranks of associate professor and professor. Two members shall be elected each year to serve for terms of three years. In the event of unfulfilled terms, faculty members shall be elected for partial terms to fill out the unfulfilled terms. No faculty member shall serve more than six years consecutively. If a faculty member has served two full terms, he may be elected to one more full term if three years have elapsed since his last service. No faculty member shall serve for a total of more than ten years, and no faculty member shall be elected to a full or partial term if he will not be able to fill that term because of retirement or similar reason. Nominations for the Committee shall be made each year at the regular March meeting of the Faculty under procedures set up by the Committee, and elections shall be held at the regular April meeting. Election shall be by secret ballot, with a majority of the votes of those present at the meeting necessary for election.

The Committee shall determine and select its own officers. On any matter of concern to a particular department, the chairman of that department may be invited to meet with the Committee, but does not become a voting member of the Committee.

The Committee's functions shall be to advise and Consult with the President and the Dean of the College, when feasible, on matters relating to faculty personnel, and to be available at all times to receive the petitions of faculty members. In making recommendations the members of the Committee shall be representatives of the Faculty rather than of department chairmen. On its own initiative or at the request of the Administration or department chairmen, the Committee shall make recommendations to the Administration with reference to appointments, reappointments, promotions, tenure, dismissals, and retirement; in the event that some members of the Faculty Personnel Committee are eligible for promotion, the President, the Dean, and the department chairman shall consult with the other members of the Committee without Committee action. The Committee is not obligated to review all candidates for new appointments, and specifically will not review candidates for the rank of instructor. If it is not possible to confer with the Committee, the Administration, for rare and compelling reasons, may grant tenure without consultation to newly appointed faculty members; such cases may include personnel who have tenure or who have served the required probationary period or major part thereof in other institutions. The Committee, or those members who are not in the department involved, shall be consulted in the appointment of department chairmen, and shall make recommendations in cases of retiring or superannuated department chairmen.

The Committee shall, within its abilities, be concerned to encourage professional competence and the continuing improvement of the Faculty it represents.

C. Faculty Club.

1. The Centenary College Faculty Club has the following purposes:

a. To extend in the name of the membership of the Club expressions of sympathy, gifts, or remembrances, by sending flowers on the occasion of the death of a College employee, his parents, his spouse, or his

- child; cards in cases of illness or other bereavements involving College employees; gifts upon the marriage of College employees or their children; and cards for the recognition of achievements and honors conferred upon College employees.
- b. To maintain a room for the informal daily social life of Club members.
 - c. To provide group social activities for faculty members and faculty families as the occasion arises.
2. Membership.
- a. Faculty members with a full teaching load and full-time College personnel with academic rank are expected to maintain membership by paying dues.
 - b. All part-time and evening division faculty members may become members.
 - c. The administrative officers of the College holding the following titles as listed in the College catalog may be members: President, Dean of the College, Comptroller, Assistant Comptroller, Director of Development and College Relations, Director of Public Information, Registrar, Director of the Evening Division, Dean of Students, Dean of Women, Alumni Director, Director of Admissions, and College Chaplain.
3. Use of the Semon Lounge.
- a. The Faculty Lounge is intended exclusively for the use of members and their occasional guests. No students will be allowed in the lounge under any circumstances.
 - b. No group meetings other than official Faculty functions will be held in the Faculty Lounge. However, the Lounge may be used to entertain faculty members of other institutions in attendance at College-related activities directed by a Club member, provided such use has the formal approval of the Executive Committee of the Club. Each year a meeting of the Centenary Dames Club may be held in the Lounge when that organization is being entertained by faculty women who are members of the Faculty Club.
4. The officers of the Faculty Club--President, Vice-President, Secretary-Treasurer--shall form the Executive Committee of the Club. They will be elected for a term of one year at the last meeting of the Faculty Club in the spring.
5. Amendments may be made to the Faculty Club Constitution by a majority vote of Club members present at a scheduled meeting.

SECTION II. FACULTY-STAFF USE OF THE LIBRARY

To Borrow Books. Faculty and staff members may borrow regular circulating books for unlimited periods of time, but should return them as promptly as possible so that others may use them. The Library may occasionally ask that a book be returned at once to satisfy a specific request for that book. The Library will provide each faculty member with a list of books charged out in his name at the end of the semester and will request that those no longer in use be returned.

Faculty and staff members are expected to observe the time limits set for the circulation of reserve books. Reference books, periodicals, records and Cline Room materials do not normally circulate, but arrangements can be made for the temporary classroom use of these items.

Use Of The Library By Dependents. Unlimited borrowing privileges apply only to faculty and staff members. Husbands

or wives, children, and other members of the immediate families of the staff and faculty may borrow books without charge but subject to the same rules that apply to Centenary students.

Children's Books. The Children's Book Collection is a special collection designed not for use by children but for study and research and for the specific needs of students who are studying children's literature. Books for small children should be borrowed from local school or public libraries.

Interlibrary Loans. The Circulation Department will borrow books by interlibrary loan for faculty members who plan to use them for study and research. According to the Interlibrary Loan Code, this service does not extend to faculty families or to students. Failure to cooperate in this matter can lead to the Library's loss of interlibrary loan privileges.

Book Orders. The Head Librarian and the Faculty Library Committee divide the book budget between the general book fund administered by the Library and the book allotments assigned to the various academic departments. Since each department administers its book fund independently, faculty members should consult department chairmen for the procedures for ordering books.

The Faculty should anticipate book needs as far in advance as possible, since it normally takes from two to three months to place a book on the shelves.

In cases of urgent need, books may be ordered "RUSH". The special handling required is expensive and delays the cataloguing of other books, but when the need is urgent, the Library will do everything it can to make the desired book available as soon as possible.

All book orders on the current budget must be submitted to the Library by February 1 of each year so that the books may be ordered, received, and paid for before the end of the fiscal year on May 31. After February 1, book requests may be submitted for spring ordering with payment on the budget for the following year.

The faculty and staff should advise the Head Librarian of any book needs that cannot be provided through the departmental book budgets. Suggestions for the purchase of books by author, title, or subject area are welcome, and every effort will be made to meet special needs or to fill gaps in the collection.

Periodical Subscriptions. Periodicals related to specific subjects are usually charged to the book budget of the requesting department. The Head Librarian, however, will always consider requests for new periodicals of a general nature. The final decision to order is normally based on the need for the magazine, shelf space, and the cost of binding, and on whether the magazine is indexed in one of the periodical indexes to which the Library subscribes.

Copy Service. The Library maintains a mechanical copying service for the Faculty, students, and library guests. There are no faculty or staff discounts, since the machine operates on a self-supporting cost basis. The charge is ten cents per page.

Reference Service. The Library staff will be glad to help with faculty members' reference problems, the selection of books and periodicals to meet their needs, and the preparation of book lists for classes.

Library Tours. On request, the Library staff will conduct tours of the building for classes and other small groups. These tours can be of a general nature, or they may be tailored to meet the needs or interests of each group.

Class Meetings At The Library. The Seminar Room on the second floor offers a pleasant setting for library-oriented class meetings and extra-curricular discussion groups. Seating capacity is approximately 15. The Music Listening Room is available for class groups to hear music and dramatic recordings. Seating capacity is approximately 35. Reservations and plans to use these rooms for occasional sessions or a series of meetings should be cleared with the Head Librarian or the Library Secretary.

Faculty Study. This room is located in the northwest corner of the main floor of the library building. Smoking is permitted, and faculty members are welcome to use the room at any time when the library is open. In the event that one of the occasional meetings held in the Faculty Study conflicts with study plans, the Head Librarian or the Library Secretary can usually find a quiet corner where the faculty member may study undisturbed.

SECTION 12. SALARY SCALE

(as approved by the Board of Trustees, 1966)

	Minimum	Maximum
Professors	\$8,000	\$13,000
Associate Professors	6,000	10,000
Assistant Professors	5,500	8,500
Instructors	4,500	6,500

SECTION 13. FACULTY BENEFITS PROGRAM

A. Group Insurance:

1. Life Insurance.

Professors, associate professors, and assistant professors have coverage in the amount of \$5,000. Monthly premium is \$6.50.

Instructors have coverage in the amount of \$2,000. Monthly premium is \$2.60.

All life insurance has a cash value that is never less than the total premium paid by the employee.

2. Hospitalization Insurance.

Benefits	Employee	Dependent
Daily Hospital Room (30 day limit)	\$ 12.00	\$ 10.00
Miscellaneous Hospital Charges	240.00 plus 75% of next \$1,000	200.00 plus 75% of next \$1,000
Maximum Surgical	200.00	200.00
Major Medical Expense	5,000.00	5,000.00

3. Monthly Premiums.

	Without Dependents	One Dependent	2 or more Dependents*
Professors, Associate and Asst. Professors	\$2.50	\$5.00	\$6.55
Instructors	2.20	4.70	6.25

*An addition to the policy provides coverage for children over 18, if they are dependent and full-time college students.

Premiums for group insurance are deducted each month from the employee's pay check.

Complete details of the group insurance program can be obtained in a booklet available at the Business Office.

B. Retirement Program:

1. Social Security.

All employees of the College, except ministers, are covered under the Federal Insurance Contributions Act (Social Security). Payment is made by the employee through deductions from each pay check. In addition, the College, as employer, pays an equal amount for credit to the employee's social security account.

2. Teachers Insurance and Annuity Association.

In addition to Social Security, a retirement plan for faculty members is provided by the College through the organization known as TIAA. TIAA is a legal reserve life insurance company organized by the Carnegie Foundation to issue annuities and life insurance especially designed for employees of colleges and universities. All full-time faculty members are eligible to participate in the TIAA retirement program after completing the first year of teaching. During the second and third year of teaching, participation in the program is optional with the faculty member. After three years of service the faculty member is required to participate. To participate, each employee contributes 5% of his gross earnings through a payroll deduction plan. The College pays a like amount so that a total of 10% of gross earnings is paid for the purchase of an annuity contract for the employee. According to the desires of the individual faculty member, 1/4, 1/3, or 1/2 of the total payments may be placed in CREF (College Retirement Equities Fund, a division of TIAA), where they are invested in common stock, rather than in TIAA, where they are invested mainly in bonds and mortgages. The portion placed in TIAA will provide a guaranteed fixed-dollar annuity; the portion (if any) placed in CREF will provide a variable annuity based on the performance of common stock. The annuity contract is the sole property of the employee, including the portion purchased by the contribution of the College, but can be drawn only at retirement or in case of death.

Benefits of the plan are dependent upon age and amounts contributed and will therefore vary in each individual case. Information concerning the computation of benefits and other details can be found in TIAA publications available at the Business Office of the College.

C. Long term Disability Insurance:

All full-time faculty members under age 65 are covered for long term disability benefits. The College provides the entire cost. Complete details may be obtained at the Business Office.

D. Tuition Scholarships:

Tuition remission for dependent spouse and children is made available by the College for full-time faculty members. In case of death of a full-time faculty member in the employment of the College, the same benefit will be available for his dependent spouse and children.



